

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, September 19, 2002 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Adams, Evans, Cooke, Crews, Ecton, Filip, Fong, Haggbloom, Houston, Metze, Mikovch, Moore, Poe, Wilder (for Nims).

Dr. Adams will meet with the Provost on Tuesday at 8:30 to discuss the staffing plan. Department heads should be prepared to forward Form 1's immediately after that meeting if their positions are approved. Discussion followed relative to advertising for positions in a timely manner. In addition, a revised statement was distributed and is to be used on all advertisements.

Department heads should be aware of the dates and time frame for SITE evaluations. Also, they were encouraged to have a representative at each open house program.

Cecile Garmon and Robert Dietle have been appointed to direct Leadership Studies.

Discussion is continuing regarding reimbursement of meals when only WKU people are involved. The Provost has indicated that this can be done but needs prior approval from her office. She hopes to move the approval level to the deans' offices in the future.

Responses to the CPE Program Review have been received, and none have been returned to our College.

At the President's meeting with the Council of Deans, it was announced that Karl Miller will remain as the CEBS Development Officer. The President plans to meet on a regular basis with the Council to discuss these types of issues and also hopes to meet individually with each dean.

Faculty staffing was discussed at length, particularly in light of the Provost's statement that the University is 75 faculty positions down from five years ago. Further discussion followed relative to the heavy loads placed on faculty.

Dr. Adams reported that enrollment is over 17,000. This led to discussion concerning web courses which have high enrollments. Questions have been raised regarding the quality of these courses. Cathie will check on how the faculty are loaded for these courses in other colleges.

A new position in Academic Affairs will be created to work with SACS assessment for the University. There is still some question as to whether it will be a full- or part-time position.

The composition of the Outreach College is still under discussion. In addition, discussion is continuing on the General Studies degree and how it fits into the associate and bachelor's level programs. A committee will be meeting to discuss that issue, and the College has representation on that committee.

Dr. Adams reported that she had to cut back somewhat on the recommendations for faculty salary adjustments due to the amount allotted to the College. The increases will appear in the December 1 checks and will be retroactive to October 1. A separate committee is studying gender and ethnicity adjustments, but they have not yet completed their work. They could recommend additional adjustments if they feel they are warranted in some cases.

Staff salary adjustments will be made, but they will be based strictly on longevity and will be in increments of \$250. Concern has been expressed relative to increases for staff on the retire/rehire option since, basically, they are returning to Western as entry-level personnel. More information on increases should be known in the next few days.

Dr. Adams thanked department heads for their justifications on faculty salary recommendations, as they were very helpful.

Dr. Evans stressed that, in light of recent court cases, department heads and search committees should use care in the wording of qualifications for position advertisements. Huda Melky has indicated that she would like to meet with search committees to clarify that issue.

Dr. Evans expressed concern regarding the curriculum process at the University, particularly relative to NCATE. If there are concerns about the approval process that are not being addressed, it may cause problems with accreditation. Further discussion followed.

Ken Lee was on campus last week and is looking for one-page proposals to present to the Appropriations Committee. One area in particular focuses on artificial intelligence. If anyone has ideas, forward them to Dr. Evans by October 14.

The Research Methods Task Force document was distributed and discussed. Any comments or suggestions should be submitted to Dr. Evans by October 12. He pointed out that NCATE has the expectation that all students understand the value of research. Further discussion followed regarding a deadline for applications to graduate programs. Also, there was agreement that it would be helpful if the research tool was a prerequisite to all graduate courses. Today's date will be added to the Task Force document.

A draft of the Strategic Plan for Teacher Quality was distributed and discussed. Faculty need to provide input on this document. Dr. Evans indicated that it is his understanding that a plan needs to be in place in order to receive funds. Input is needed no later than October 12, and it would be helpful to attach a name to any recommendations made.

Dr. Metzke reported that all classrooms are currently being wired for LCD projectors. Also, all computers in the Center have Front Page on them, and signs are posted regarding help with web issues and electronic portfolios. This information will be put on the website in the near future. The syllabus generator is already on the website with instructions for updating web pages.

The auditorium is currently set up to be used with a touch screen and a VCR. Care should be taken when using the equipment, as several items have already been broken.

Dr. Metzke expressed concern regarding the number of copies being printed in the Center. Dr. Evans pointed out that the Center receives no University funds and is supported totally by the Dean's Office operating budget. Guidelines may have to be developed limiting the number of copies that are allowed. The suggestion was made that important items should have one copy placed in the Resource Center.

Dr. Metzke informed department heads that new faculty will not be added to the MIS system unless he is given the information on each individual.

Dr. Cooke expressed concern relative to problems with doing a web-based course when the operating system is out of date. Dr. Evans added that if there are additional funds for equipment, they could possibly be used to upgrade equipment.

Dr. Metzke reported that everyone will be given an opportunity to provide input on Western's plan to move to a laptop university. He has some serious concerns about that issue.

Faculty need to complete last year's MIS reports if they have not yet done so. September 1 was the deadline.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary